

SURPLUS PROPERTY DISPOSAL AUTHORIZATION

Disposal of all District surplus and/or other property requires prior written authorization from the Director of Administrative Services as signified by his/her signature below. Disposal of fixed assets require that the Board of Directors declare the item(s) surplus prior to their disposal. Small, miscellaneous, useless, and valueless items do not require approval.

FIXED ASSET: (Check one)

☒ **Yes**

☐ **No**

DESCRIPTION OF PROPERTY:

Vehicle #308- 1999 Honda ATV

EXPLANATION JUSTIFYING SURPLUS STATUS:

Vehicle 308 is in poor mechanical condition and is no longer needed to support operations. The spreading of herbicides, its primary use, is now accomplished using a precision distribution system installed on tractor 717. Vehicle 308 will not be replaced.

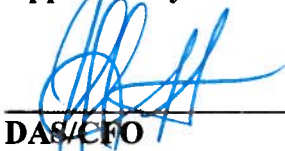
ESTIMATE OF SURPLUS VALUE AND METHOD USED TO DETERMINE:

The surplus value of this vehicle is estimated to be less than \$3,000 based on internet advertised prices for the same make/model/condition vehicles.

 Bill McWhirt 8 Feb 2016

Employee Completing Form – Sign, Print Name, Date

Approved by:


DAS/CFO

2/8/16
Date

If fixed asset, approved by:

Board Chair

Date